

# CITY OF CHICAGO

## Vehicle and Equipment Policy



City of Chicago  
Richard M. Daley, Mayor



Department of Fleet Management

# **City of Chicago Vehicle and Equipment Policy**

## **Table of Contents**

Accident Damage	Page 10
Departmental Pool Vehicles	Page 4
Fuel Services	Page 9
Increase in Departmental Fleet Size	Page 11
Maintenance and Repair of City Owned Vehicles	Page 8
Purchase Lease or Rental of Vehicles	Page 11
Shared Cost Lease Program	Page 6
Take Home Vehicles	Pages 2 and 4
Title and Registration of Vehicles	Page 10
Use of Personally Owned Vehicles	Page 5
User Department Responsibilities	Page 3
Vehicle Operator Responsibilities	Page 2

## **Attachments**

Accident/Damage Report Form	Attachment A
Lease Rental Request Form	Attachment B
Shared Cost Lease Form	Attachment C
Take Home Authorization Form	Attachment D
Maintenance, Fuel, Car Wash Map	Attachment E

# **CITY OF CHICAGO VEHICLE AND EQUIPMENT POLICY**

## **INTRODUCTION**

All City departments, including department heads, supervisors and employees are directed to adhere to the following city vehicle and equipment Policy guidelines. These guidelines were drafted by the Vehicle Steering Committee, whose membership includes representatives from the Mayor's Office, the Office of Budget and Management (OBM) and the Department of Fleet Management (DFM).

The guidelines govern City-owned, leased and rented vehicles including automobiles, pick up trucks, light duty trucks, sport utility vehicles, and vans, hereafter referred to as "city vehicles", and all other City-owned, leased, rented, off-road and miscellaneous vehicles and equipment hereafter referred to as "equipment" or "City equipment."

All department heads, through their designated Vehicle Coordinators, are responsible for administering these policies and procedures, and all employees who operate a city vehicle or City equipment have an obligation to know and follow the policies and procedures.

## **VEHICLE OPERATOR (Employee) RESPONSIBILITIES**

No employee will operate a city vehicle or equipment without the authorization of his or her supervisor.

Employees must complete a "take home vehicle Authorization Request Form" and receive "take home vehicle Authorization Request" prior to taking home ANY City vehicle (with exception of the Shared Cost Lease Program vehicles).

Employees will operate vehicles in a safe and courteous manner and comply with all State and Federal laws and local ordinances.

Operators of city vehicles and equipment must be City employees in possession of a valid Illinois driver's or operator's license. If the license of an employee with access to a city vehicle or City equipment is suspended or revoked, the employee must immediately submit a report to their supervisor describing the circumstances under which the suspension or revocation occurred, and the duration of suspension or revocation.

The City reserves the right to conduct annual checks of employee motor vehicle records and driver license records. This is to ensure that employees are not driving on suspended licenses.

City-owned vehicles are to be used for city business only. Definition of city business: If it pertains to your job, it is city business. If it is personal in nature, it is not. Personal

errands are not to be done on City time with a City vehicle. The vehicle can not be used on personal business in anticipation of being called into work.

With the exception of Shared Cost Lease Program vehicles described below, passengers in city vehicles are to be limited to City of Chicago employees or contractors. The vehicle should not be used to drive family members to and from school or work, etc.

City of Chicago vehicles should not be taken outside the City limits, unless authorized by a supervisor.

Employees are responsible for tickets, violations and fines (i.e. parking tickets, red-light violations, toll way violations, etc.) incurred while using city vehicles and equipment.

No employee will act as a chauffeur or driver except under specific circumstances as approved in writing by the Vehicle Steering Committee.

Emergency lights and equipment are to be used only for safety purposes or in emergency situations. Emergency lights and equipment should not be used to circumvent red lights and/or heavy traffic.

Strict compliance with these guidelines will be required of all City employees, including department heads, vehicle operators and supervisors. Misuse of any city vehicles or equipment or failure to adhere to the above procedures may result in disciplinary action as determined by the department head or the Vehicle Steering Committee.

## **USER DEPARTMENT RESPONSIBILITIES**

Departments must assign a permanent Vehicle Coordinator who will be required to maintain a current list of individually-assigned and pool city vehicles and equipment that will be reconciled with DFM's Computerized Database monthly. Departments will be responsible for promptly informing DFM and OBM in writing if any departmental vehicle coordinator assignment change has been made.

User Departments will maintain a current inventory list of all departmental vehicles and equipment. Department heads will designate the individual employee (for individually-assigned vehicles) or specific program function (for pool vehicles) for each city vehicle and/or piece of equipment for City business. Any City vehicle or piece of equipment not assigned to a specific individual will be considered a departmental pool unit.

The departmental Vehicle Coordinator will be required to maintain a current list of pool departmental vehicles and any assignments of those vehicles on a daily basis.

Departmental pool vehicles should be parked overnight at a designated City of Chicago parking location. Any City vehicle, other than an approved take home vehicle, that is parked after hours at a non-City location will be considered to be an unauthorized take

home vehicle. Unauthorized use of a city vehicle will result in appropriate disciplinary action as determined by the department head or Vehicle Steering Committee, including but not limited to, suspension of all city driving privileges.

Departments must promptly inform DFM and OBM in writing when a city vehicle or equipment assignment change has been made, or when there is an addition to the departmental fleet. Any such changes or additions must be reported within 5 days.

Each department's city vehicle and equipment list must include the following information on each vehicle or piece of equipment:

- Make/Model/Vehicle Identification Number (VIN)
- Assignment (individual-employee or pool)
- Home address of employees in case of individual assignment of a take home city vehicle (Previously approved "Take Home Authorization Form" must be on file at DFM and OBM for any take home vehicle.)
- All parking locations including overnight parking location.

This list will be reviewed jointly by DFM and OBM.

### **TAKE HOME USE**

City employees may be authorized to take home City vehicles in order to be immediately available to respond to a situation when the employee is considered to be "off duty". Take home authorization may be granted in the following instances:

- a). Authorization may be granted for take home use of City vehicles for programs that are seasonal in nature, for up to six months maximum. However, authorization may be requested by the department head for specific seasons or months only in which the program falls. A completed and signed "Take-Home Vehicle Authorization Request" form must be submitted to the Commissioner of DFM for subsequent review by the Vehicle Steering Committee, on a semi-annual basis.
- b). Take home use of city vehicles to support operational needs which are in addition to those authorized for programs must be approved by the Vehicle Steering Committee. The Committee will grant such approval on a case-by-case basis only. Departments with operational take home City vehicles must provide a completed and signed "Take Home Vehicle Authorization Request" form, which must be submitted to the Commissioner of DFM for subsequent review by the Vehicle Steering Committee.
- c). Department heads may grant occasional take home use of administrative City pool vehicles by staff under exceptional and occasional circumstances, up to a maximum of five consecutive days. These circumstances would include, but would not be limited to, issues of employee safety, and efficient use of an employee's time. In these cases a completed and signed "Take-Home Vehicle Authorization Request" form must be submitted to the Commissioner of DFM for

subsequent review by the Vehicle Steering Committee, on a semi-annual basis.

All city vehicles and equipment other than take home vehicles must be based at department designated parking locations after working hours. The user department must provide DFM and OBM with a list of these locations and the city vehicles and equipment based at each location with the semi-annual vehicle list. Changes in parking locations must be reported to the Commissioner of DFM within 24 hours via e-mail. City investigators will make periodic visits to ensure department compliance with this directive.

Any City vehicle, except those for which "Take-Home Vehicle Authorization Request Forms" have been received, that is parked after hours at a non-City location will be considered to be an unauthorized take-home vehicle. Unauthorized use of a city vehicle will result in appropriate disciplinary action as determined by the department head or Vehicle Steering Committee, including but not limited to, suspension of all city driving privileges.

#### **USE OF PERSONALLY OWNED VEHICLES**

A department head may allow the use of personally owned vehicles to conduct City business with the approval of the Vehicle Steering Committee. A mileage reimbursement request form must be submitted to OBM for review and presentation to the Vehicle Steering Committee. As dictated by city ordinance, any employee who is required and is authorized to use his or her personally owned automobile in the regular conduct of official City business will be allowed and paid at the rate established from time to time by the Internal Revenue Service for the number of miles per month use of such privately owned automobile, to a maximum amount of \$550 per month. This maximum amount is adjusted annually, according to the ordinance.

An employee who is authorized and receives compensation for the use of his personally owned automobile in the conduct of City business shall provide proof of insurance coverage in an amount not less than the minimum amount of liability insurance required under Illinois law to operate, register or maintain registration of a motor vehicle and shall place on file with his department head a certificate of insurance showing the City of Chicago as an additional insured on his personal policy.

If an employee is attending an OBM approved conference, seminar, etc., mileage reimbursed for the trip (if personally owned vehicle is used) will be exclusive of the \$550/month maximum allowed.

Reimbursement will not be made for commuting from work to home. Exceptions will be made when: 1) the distance from the last work site of the day to the employee's home is greater than that back to an employee's headquarter then home, 2) an employee is called out in an emergency situation when the employee is considered "off-duty".

A reimbursement form must be completed and submitted to the employee's supervisor



on a monthly basis. The employee is entitled to receive a monthly reimbursement check.

### **SHARED COST LEASE PROGRAM (SCLP)**

The purpose of the Shared Cost Lease Program is to provide a leased vehicle to employees in lieu of a City-owned and maintained vehicle. These employees, as a part of their job assignment, are frequently required to conduct local business travel within the City of Chicago and are required to have 24 hour access to a vehicle. Department heads may submit the names of potential SCLP candidates to the Vehicle Steering Committee for approval.

#### **Scope of Shared Cost Lease Program**

The intent of the program is to minimize the demand and expense for city provided vehicles. Final determination of leased vehicle assignments will be made by the Vehicle Steering Committee.

Only employees with regular, not acting, appointments are eligible to receive a leased vehicle. Consultants or contractors are not eligible.

Some employees are assigned City-owned and maintained vehicles in lieu of leased vehicles for functional reasons. Any employee assigned a City-owned vehicle is excluded from receiving a leased vehicle.

Employees who have submitted a resignation or have been terminated and are not actively involved in the day-to-day activities of the City must return the leased vehicle to their department on their last actual working day.

#### **Shared Cost Lease Policy**

Employees covered by this policy will receive a leased vehicle to conduct City business.

Employees are permitted to utilize the leased vehicle for personal use. However, friends or family members of the employee are not permitted to drive the leased vehicles.

The employee assigned a leased vehicle may permit other city employees to use the vehicle for business purposes only. The employee assigned a leased vehicle is still held responsible for adhering to all of the requirements stated in this policy.

Employees who participate in the SCLP will be responsible for a monthly personal use charge. The charge will be deducted from the wages of participant.

Employees who receive a leased vehicle are not eligible for mileage reimbursements.

The employee must be eligible for insurance through the leasing company. Insurance eligibility requires no more than three moving violations in the last three years and zero DUI's in the past five years. If the employee is not eligible for insurance through the leasing company, a leased vehicle will not be provided to the employee. There are no exceptions to this requirement.

The insurance deductible payment responsibility is as follows: If an accident/incident occurs while conducting personal business, the deductible payment will be paid by the employee. If an accident/incident occurs while conducting City business responsibilities, the deductible will be paid by the City. The employee's department head must forward a letter to the Vehicle Steering Committee stating whether the accident/incident occurred during personal use or City business use, and provide supporting documentation, such as police or accident reports. The Vehicle Steering Committee will make the final determination of insurance deductible payment responsibility.

In the event of an accident in the leased vehicle, the employee must immediately comply with the leasing company's accident reporting procedures and with the City Wide Accident and Damage Reporting Procedures as established by DFM. (See City Wide Accident and Damage Report Procedures and Vehicle/Equipment Accident Damage Report). Department heads are responsible for securing all police reports, driver's statements, witness statements, pictures and any and all evidence and related information pertaining to this incident. All required reports must be forwarded to the DFM's Accident Manager at 1685 N. Throop Street within 48 hours of the occurrence.

All fuel costs (whether for City business or personal business) will be borne by the employee. Shared Cost Lease vehicles are not authorized to receive fuel from any City operated fuel site.

All car wash services are the responsibility of the participant and SCLP vehicles cannot be washed at City facilities or City-paid vendor facilities.

The employee is responsible for scheduling all routine maintenance (as well as necessary repairs) with a lessor-authorized service center, and for transporting the vehicle to the facility for service. The employee will be notified by the leasing company of the need for routine maintenance. If the employee fails to schedule and complete the required maintenance, the employee will be directed to return the leased vehicle to DFM for potential reassignment.

The department head must ensure that the employee retains a current Illinois driver's or operator's License.

The employee is responsible for all parking, red-light and toll way violations and moving violations.

The Vehicle Steering Committee reserves the right to remove employees from the program and reassign vehicles

Parking may be provided for vehicles at approved departmental parking locations.

The Vehicle Steering Committee will determine make/model/color of Shared Cost Lease vehicles. No after market options, features or additions are permitted. Emergency lighting is permitted upon approval of Vehicle Steering Committee.

Motor vehicle reports displaying the driving records of participants will be periodically



reviewed.

The employee must make Shared Cost Vehicle vehicles available for material condition inspections.

#### Shared Cost Lease Procedures

An "Authorization for Vehicle Leasing" form will be completed by the department and forwarded to the Vehicle Steering Committee via DFM.

Personal use charges will be processed automatically once the leased vehicle has been received by the employee. The payment for the first and last months lease will be prorated to a daily rate. It will appear as a wage deduction on the employee's check stub.

The Vehicle Steering Committee may approve the transfer of a leased vehicle from one department to another. Approval must be obtained prior to transfer of vehicle.

When an employee will no longer possess a leased vehicle for any reason, the department head or his or her designee will immediately notify the Commissioner of DFM.

To the extent that the vehicle is used for personal activities (including commuting) it is considered a fringe benefit with the incumbent tax implications. The employee's W-2 will reflect non-cash income subject to taxation. The City will not withhold income tax relating to this fringe benefit; therefore the employee may wish to adjust his or her W-4 to avoid any unexpected increase in tax liability.

The employee will submit a "Shared Cost Lease Program Mileage Estimate and Personal Use Charge Deduction Authorization Form" that estimates personal and total mileage each year. At the end of the year, the employee will submit an affidavit stating the actual personal and total mileage. Employees should keep a trip log and retain all fuel receipts.

The City will not reimburse the employee for out-of-pocket expenses related to the use or upkeep of a Shared Cost Lease vehicle.

#### **MAINTENANCE AND REPAIR OF CITY-OWNED VEHICLES AND EQUIPMENT**

Maintenance and repair of city vehicles and equipment will be performed by DFM or a vendor contracted by DFM. Departments are required to bring in city vehicles and equipment for scheduled servicing or immediately when instructed by DFM. Failure to do so will result in the revocation of all fuel privileges. All such fuel revocation occurrences will be reported to the Vehicle Steering Committee.

When you require vehicle services, including mechanical breakdowns, tire service and towing services, please contact the Fleet Management Service Center at (312) 744-3933. You will be required to provide the following information: Last Name, Unit Number, Assignment or District, Address or location of vehicle and description of problem.

### **Maintenance of Police Vehicles**

If a Chicago Police Department vehicle requires services, including mechanical breakdowns and towing services, the vehicle operator should notify the City-Wide (C-W 3) Office of Emergency Communications (OEMC) dispatcher of the failure, and request the service of an emergency service repair truck (R-Truck).

Employees will be required to provide the following information: Last Name, Unit Number, Assignment or District, Address or location of vehicle and description of problem.

The following maintenance facilities (listed from North to South) are available:

10000 W. Montrose	5219 S. Wentworth
3245 N. Campbell	2300 W. 52 <sup>nd</sup> Street
1685 N. Throop	5215 W. Western
4233 W. Ferdinand	5150 W. 63 <sup>rd</sup> Street
3104 W. Harrison	10101 S. Stony Island
3050 S. Sacramento	1345 W. 103 <sup>rd</sup> Street
3100 S. Sacramento	727 E. 111 <sup>th</sup> Street

### **FUELING OF CITY VEHICLES AND EQUIPMENT**

The fueling of City vehicles and equipment should only be conducted at established City-wide fueling sites.

Employees will be required to provide the following information to obtain fuel: Mileage or Hours, Unit Number and License Plate Number. In addition, the employee must swipe his/her City ID or fuel card.

The following fuel facilities (listed from North to South) are available. For additional information, contact the Fuel Office at (312) 744-5666.

6445 N. Ravenswood	3746 S. Iron
4322 W. Sunnyside	5150 W. 63 <sup>rd</sup> Street
10000 W. Montrose	25 W. 65 <sup>th</sup> Street
3245 N. Campbell	10101 S. Stony Island
1685 N. Throop	10420 S. Vincennes
4233 W. Ferdinand	

Personal payments for fuel purchases, maintenance or repair of City-owned and rented vehicles are strictly forbidden. Invoice checks will be performed to ensure no unauthorized maintenance or fueling purchases are being charged to City accounts. Vehicle operators are required to comply with any and all fueling or related procedures as established by DFM.

Quarterly reports of fuel usage, hours of use and mileage will be distributed by DFM to OBM and to each department head.

### **OBTAINING A FUEL NUMBER FOR RENTED EQUIPMENT**

Department heads who participate in the Heavy equipment Rental Contract are authorized to obtain short term equipment rentals to support operational needs directly from an authorized City contractor. DFM is responsible for issuing fuel numbers to departments for rentals of equipment such departments obtained directly which require fuel. Departments must comply with Citywide procedures established by DFM to obtain fuel numbers. (See Exhibit C - City Wide Reporting Procedures Pertaining to the Rental of Equipment - re: Obtaining a Fuel Number for Equipment Rented directly by a City Department, Exhibit D - Fuel Identification Number Request for #FMF-03, and Exhibit E - Equipment Rental Unit Return/Exchange For #FMF-04).

### **ACCIDENTS/DAMAGE INVOLVING CITY VEHICLES AND EQUIPMENT**

In case of an accident or the occurrence of any and all other damage to a city vehicle or piece of equipment, a driver/employee and his or her related supervisor up through the respective Deputy Commissioner must promptly comply with City Wide Accident and Damage Reporting Procedures established by DFM. (See Exhibit A-City Wide Accident and Damage Report Procedures and Attachment A - Vehicle/Equipment Accident/Damage Report). Supervisors of employees involved in an incident are responsible for securing all Police reports, drivers' statement, witness statement/reports, pictures, if any, and any and all evidence and related information pertaining to the incident. All required reports must be forwarded to DFM's Accident Manager, located at 1685 N. Throop Street, within forty-eight (48) hours of the occurrence, with the exception of the Departments of Aviation, Water Management which are authorized to forward such reports directly to their Accident Review Board Manager or Vehicle Coordinator.

### **TITLING, REGISTRATION AND IDENTIFICATION OF CITY-OWNED VEHICLES AND EQUIPMENT**

All City vehicles and equipment will be plated and titled to the City of Chicago, by DFM, which shall retain all titles except for the Department of Water Management, which shall themselves retain their titles. DFM will assign equipment numbers and place decal markings on all operations-related units to establish a uniform identification plan. In accordance with Municipal Code 1-8-070, all City vehicles and equipment will bear proper City identification markings with the exception of vehicles used for investigative purposes. It shall be the responsibility of each department head to ensure appropriate compliance.

All City-owned and long-term leased City vehicles and specified equipment will display Illinois license plates with a municipal vehicle identification unless conventional plates are authorized by the Vehicle Steering Committee. Lost or stolen license plates must be reported immediately to DFM. Short term rented and contractor-provided City vehicles and equipment are not required to carry municipal license plates.

### **PURCHASING, LEASING OR RENTING OF VEHICLES AND EQUIPMENT**

All City vehicle and equipment purchases will be coordinated by DFM's Automotive Engineering Division with prior approval by OBM. Departments requesting rental of a City vehicle must complete DFM form #0101 and submit it to OBM for approval. All leased and rented City light duty vehicles will be coordinated by the DFM Leasing

Rental Division. The Vehicle Steering Committee must approve any increase in the number of vehicles assigned to a respective department.

**INCREASE IN DEPARTMENTAL FLEET SIZE**



All replacement and/or approved rental City vehicles shall be provided by DFM on a one for one exchange basis except for the short term rental of equipment which is at the discretion of each department head and may be obtained directly from a City contractor. The type of City vehicle acceptable as an exchange must be similar to the replacement vehicle being provided. Departments requesting to increase their fleet size (except for the short term rental equipment) must submit requests to OBM. Requests will be reviewed by OBM and presented to the Vehicle Steering Committee with recommendations. Once approval has been granted by OBM and the Vehicle Steering Committee, and DFM has been notified in writing, DFM is authorized to release a city vehicle or piece of equipment without requiring an exchange unit. The impact to DFM's operating accounts shall be a factor in the approval or disapproval of increasing a respective Department fleet size.

Revised April 5, 2010

**Attachment A**  
**Accident/Damage Report Form**

# CITY OF CHICAGO

## VEHICLE/EQUIPMENT ACCIDENT/DAMAGE REPORT

THIS VEHICLE / EQUIPMENT ACCIDENT/DAMAGE REPORT MUST BE COMPLETED IMMEDIATELY FOLLOWING AN ACCIDENT OR OBSERVATION OF DAMAGE INVOLVING A CITY OWNED, LEASED OR RENTED VEHICLE / EQUIPMENT (CITY VEHICLE). EACH OPERATOR OF A CITY VEHICLE MUST COMPLETE A SEPARATE REPORT. THE OPERATOR'S DEPUTY COMMISSIONER WILL BE RESPONSIBLE FOR PROVIDING A RECOMMENDATION RELATIVE TO THE ACCIDENT / INCIDENT AS WELL AS FORWARDING THE ORIGINAL REPORT TO THE ACCIDENT/SALVAGE DIVISION OF THE DEPARTMENT OF FLEET MANAGEMENT WITHIN 48 HOURS OF THE OCCURRENCE.					
REPORTING DEPARTMENT		BUREAU/DIVISION		ACCIDENT DATE	
ACCIDENT / DAMAGE INVOLVED <input type="checkbox"/> ANOTHER CITY VEHICLE <input type="checkbox"/> PEDESTRIAN <input type="checkbox"/> PASSENGER CAR <input type="checkbox"/> FIXED OBJECT <input type="checkbox"/> COMMERCIAL VEHICLE <input type="checkbox"/> OTHER		LOCATION OF ACCIDENT		ACCIDENT TIME <div style="text-align: right;">A.M. P.M.</div>	
CITY VEHICLE NO. 1		UNIT I.D. NO.		OTHER VEHICLE NO. 2	UNIT I.D. NO.
OPERATOR (PRINT NAME)      LAST      FIRST      INITIAL TITLE      PAYROLL#      NO. OF PASS.			OPERATOR: (PRINT NAME)      LAST      FIRST      INITIAL DRIVER'S LICENSE NO.      NO. OF PASS.		
AGE      SOC. SEC. NO.      -      - DRIVER'S LICENSE NUMBER      CLASS      EXPIRATION DATE			OWNER OF VEHICLE: (PRINT NAME)      LAST      FIRST      INITIAL OWNER ADDRESS		
PLATE NO:      STATE:      MILEAGE/HRS.			PLATE NO:      STATE:      MILEAGE/HRS.		
YR - MAKE - MODEL:			YR - MAKE - MODEL:		
DESCRIBE VEHICLE DAMAGE		<input type="checkbox"/> CIRCLE DAMAGED AREA 		DESCRIBE VEHICLE DAMAGE <input type="checkbox"/> CIRCLE DAMAGED AREA 	
POLICE REPORT R. D. NO: POLICE OFFICER AT SCENE? <input type="checkbox"/> YES <input type="checkbox"/> NO SUPERVISOR AT SCENE? <input type="checkbox"/> YES <input type="checkbox"/> NO PHOTOGRAPHS TAKEN? <input type="checkbox"/> YES <input type="checkbox"/> NO CITATION ISSUED TO <input type="checkbox"/> YOU <input type="checkbox"/> OTHER DRIVER CITATION NUMBER COMMENTS			PROPERTY DAMAGE ADDRESS OWNER OF PROPERTY (PRINT NAME)      LAST      FIRST      INITIAL OWNER ADDRESS PHOTOGRAPHS TAKEN? <input type="checkbox"/> YES <input type="checkbox"/> NO DESCRIBE DAMAGE		
INJURED PARTY NO. 1 (CITY VEHICLE) NAME      AGE <input type="checkbox"/> DRIVER (PRINT)      LAST      FIRST      INITIAL <input type="checkbox"/> PASSENGER ADDRESS <input type="checkbox"/> MALE <input type="checkbox"/> PEDESTRIAN TELEPHONE <input type="checkbox"/> FEMALE <input type="checkbox"/> OTHER (Specify)			INJURED PARTY NO. 2 (OTHER VEHICLE OR PEDESTRIAN) NAME      AGE <input type="checkbox"/> DRIVER (PRINT)      LAST      FIRST      INITIAL <input type="checkbox"/> PASSENGER ADDRESS <input type="checkbox"/> MALE <input type="checkbox"/> PEDESTRIAN TELEPHONE <input type="checkbox"/> FEMALE <input type="checkbox"/> OTHER (Specify)		
EMERGENCY TREATMENT NEEDED? <input type="checkbox"/> YES <input type="checkbox"/> NO IF SO, WHAT HOSPITAL? DESCRIBE INJURIES			EMERGENCY TREATMENT NEEDED? <input type="checkbox"/> YES <input type="checkbox"/> NO IF SO, WHAT HOSPITAL? DESCRIBE INJURIES		
WITNESS NAME ADDRESS TELEPHONE COMPANY			WITNESS NAME ADDRESS TELEPHONE COMPANY		

VEHICLES			MOVEMENT			PASSENGER		
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**Attachment B**

**Lease Rental Request Form**

**DEPARTMENT OF FLEET MANAGEMENT  
LEASE/RENTAL DIVISION  
LEASE AND RENTAL REQUEST**

(THE REQUESTING CITY DEPARTMENT MUST COMPLETE THIS FORM WHENEVER THERE IS A REQUEST TO LEASE OR RENT ANY VEHICLE/EQUIPMENT. QUESTIONS REGARDING COST, ACCESSORY, ETC SHOULD BE DIRECTED TO THE LEASE RENTAL DIVISION AT 1-312-744-5673.)

DATE: \_\_\_\_\_ Log #: \_\_\_\_\_

CUSTOMER DEPARTMENT/BUREAU: \_\_\_\_\_

DEPT. VEHICLE COORDINATOR: \_\_\_\_\_ PHONE #: \_\_\_\_\_

JUSTIFICATION FOR REQUEST: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SPECIFIC USE OF EQUIPMENT: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TYPE OF EQUIPMENT: \_\_\_\_\_ NUMBER OF UNITS REQUIRED: \_\_\_\_\_

PLEASE SPECIFY ANY ADDITIONAL ACCESSORY OR REQUIREMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TIME PERIOD REQUEST: FROM \_\_\_\_\_ TO: \_\_\_\_\_

TYPE OF REQUEST:	IF SWITCH OUT:	EQUIPMENT OPERATOR REQUIRED:	FUEL TYPE:
Emergency Addition: _____	Unit # _____	Yes: _____	Diesel: _____
Routine Addition: _____	License Plate # _____	No: _____	Gasoline: _____
Switch Out: _____			Other: _____
Extension: _____			

Rental Period: Day \_\_\_\_\_ Week \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_ COST WITH ACCESSORY \$: \_\_\_\_\_

PROJECTED COST: # OF UNITS \_\_\_\_\_ X MONTHS \_\_\_\_\_ X COST \$ \_\_\_\_\_ TOTAL \$ \_\_\_\_\_

FUNDING SOURCE: \_\_\_\_\_  
BFYR FUND DEPT ORGN APPR OBJ PROJ RPTG

REQUESTING DEPARTMENT AUTHORIZATION:

Commissioner of Requesting Department: \_\_\_\_\_ Date: \_\_\_\_\_

DEPARTMENT OF FLEET MANAGEMENT AUTHORIZATION

For Office Use Only

Approved \_\_\_\_\_ Denied \_\_\_\_\_  
Rental Division/Fleet Management Date

Approved \_\_\_\_\_ Denied \_\_\_\_\_  
Commissioner of Fleet Management Date

Note: Maintenance is to be provided by the Vendor; Fleet Management will provide fuel only. An F-18 funding authorization form must accompany this request. Absent funding the equipment will not be ordered.

## **Attachment C**

### **Shared Cost Lease Program Vehicle Requirement**



City of Chicago  
Richard M. Daley, Mayor

Department of Fleet Management

Michael J. Picardi  
Commissioner

1685 North Throop Street  
Chicago, Illinois 60642  
(312) 744-3901  
(312) 744-5244 (FAX)  
(312) 744-0494 (TTY)  
<http://www.cityofchicago.org>

TO: Requesting Department

FROM: Michael J. Picardi  
Commissioner

DATE: October 8, 2009

RE: Shared Cost Lease Program Information

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Attached you will find instructions and forms to utilize when requesting a Shared Cost Lease Program (SCLP) Vehicle:

- Process & Procedures
- Shared Cost Lease Program Vehicle Request (SCLP010709VR)
- Shared Cost Lease Program – Emergency Equipment Request (SCLP010709EE)
- Shared Cost Lease Program – Vehicle Transfer Request (SCLP010709TR) for an employee with a SCLP vehicle who transfers to another department.
- Interdepartmental Funding Authorization Form (F-18).

Once the required forms are completed a letter from the Department Head must accompany the request. This letter shall include all pertinent information which supports the need for this request expanding on the justification for the use of the SCLP vehicle. Non-City Employees (Contractors) are not eligible for this program.

This program requires:

1. That each department has sufficient resources in their current year's budget to cover the cost.
2. The employee pays a co-pay amount deducted from their bi-monthly paycheck:
  - Chevy Impala \$ 75.00 per pay period
  - Toyota Prius \$100.00 per pay period
  - Ford Escape \$162.50 per pay period
3. Insurance is provided through the lease for only the primary driver.
4. Insurance claims require that a \$500.00 deductible be paid. If the accident occurred during personal use the \$500.00 deductible will be the participant's responsibility.
5. Fuel is paid by the participant.
6. Maintenance and Repair is provided through authorized repair shops. The participant is obligated to meet all maintenance schedules and personally arrange services.
7. The participant may not have any traffic violations that would prohibit her/him to be approved.
8. Any returns before the lease ends resulting in buyout costs will be charged to the customer department.



***Share Cost Lease Program – Page 2.***

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Send all original correspondence to:

The Department of Fleet Management  
1685 N. Throop Street  
Chicago, IL 60642

ATTN: Al John Fattore

If you have any questions please contact me at 744-3901 or Al John Fattore at 744-5020.

MJP/AJF/mg

Attachments

cc: Mayor's Office  
Budget Office

**Department of Fleet Management**  
**Shared-Cost Lease Program (SCLP) – Process and Procedures**

1. Department Head transmits a letter to the Commissioner of Fleet Management, requesting that his/her employee be placed in an SCLP vehicle. This letter must explain the employee's need for take-home privileges as they relate to his/her job function. This request shall also include a "Shared Cost Lease Program Vehicle Request form (SCLP010709VR)" and an F-18 form if funding is required.
2. After receipt of the transmittal letter and a completed (and signed) "SCLP Vehicle Request" form and an "F-18" from the department, funding availability is verified by DFM. Units requested beyond those budgeted in the current fiscal years budget may not be considered.
3. Subject to adequate justification of vehicle needs and the availability of funding, the Commissioner of Fleet Management approves the "SCLP Vehicle Request" form, and transmits the form and a cover letter to the Vehicle Steering Committee/Budget Director for review, approval and signature.
4. Once Budget Director approves the document it is sent to the Mayor's Office for final approval.
5. Upon approval by the Vehicle Steering Committee, DFM transmits a complete enrollment package to the subject employee. This package includes vehicle selection sheets, enrollment form, vehicle policy, affidavit (for tax/mileage purposes) and other materials. (Note: If the Vehicle Steering Committee denies the request, DFM transmits letter of denial to the respective Department Head.)
6. Upon receipt of the completed enrollment package from the employee, DFM transmits driver's license information to Enterprise Fleet Services, the leaser, to have "MVR" query performed. If the driver is clear of rejectable offenses, a vehicle is assigned to the employee. (Note: Employee will be placed in an unassigned vehicle, if available.)

**NOTE 1:** Employee transfers between city agencies resulting in a SCLP Vehicle Transfer will be initiated by the receiving Department Head using the Vehicle Transfer Request Form (SCLP010709TR).

**NOTE 2:** A SCLP vehicle which requires emergency equipment as new installation or transfer to new vehicle is required to provide written request by submitting form SCLP010709EE.

**NOTE 3:** SCLP participants are to inform the Department of Fleet Management immediately when exiting the program, changing departments, or exiting city employment. A vehicle inspection must be scheduled with the current driver of the vehicle to access the vehicle condition, ensure the employee contribution is cancelled or transferred to the new department or that vehicle is physically transferred to the Department of Fleet Management. This is the participant's responsibility.

## Date: \_\_\_\_\_ File #: \_\_\_\_\_

Participant Name: \_\_\_\_\_ Title: \_\_\_\_\_

Department: \_\_\_\_\_ Bureau: \_\_\_\_\_

Business Address: \_\_\_\_\_ Cell #: \_\_\_\_\_

Request Justification: \_\_\_\_\_

Projected cost, \$750.00 monthly.

**FMPS FUNDING SOURCE:** \_\_\_\_\_

YEAR	FUND	DEPT.	ORGN.	APPR.	OBJT.	RPTG
2010	000	000	000	000	000	000
2011	000	000	000	000	000	000
2012	000	000	000	000	000	000
2013	000	000	000	000	000	000
2014	000	000	000	000	000	000
2015	000	000	000	000	000	000
2016	000	000	000	000	000	000
2017	000	000	000	000	000	000
2018	000	000	000	000	000	000
2019	000	000	000	000	000	000
2020	000	000	000	000	000	000
2021	000	000	000	000	000	000
2022	000	000	000	000	000	000
2023	000	000	000	000	000	000
2024	000	000	000	000	000	000
2025	000	000	000	000	000	000
2026	000	000	000	000	000	000
2027	000	000	000	000	000	000
2028	000	000	000	000	000	000
2029	000	000	000	000	000	000
2030	000	000	000	000	000	000
2031	000	000	000	000	000	000
2032	000	000	000	000	000	000
2033	000	000	000	000	000	000
2034	000	000	000	000	000	000
2035	000	000	000	000	000	000
2036	000	000	000	000	000	000
2037	000	000	000	000	000	000
2038	000	000	000	000	000	000
2039	000	000	000	000	000	000
2040	000	000	000	000	000	000
2041	000	000	000	000	000	000
2042	000	000	000	000	000	000
2043	000	000	000	000	000	000
2044	000	000	000	000	000	000
2045	000	000	000	000	000	000
2046	000	000	000	000	000	000
2047	000	000	000	000	000	000
2048	000	000	000	000	000	000
2049	000	000	000	000	000	000
2050	000	000	000	000	000	000
2051	000	000	000	000	000	000
2052	000	000	000	000	000	000
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2055	000	000	000	000	000	000
2056	000	000	000	000	000	000
2057	000	000	000	000	000	000
2058	000	000	000	000	000	000
2059	000	000	000	000	000	000
2060	000	000	000	000	000	000
2061	000	000	000	000	000	000
2062	000	000	000	000	000	000
2063	000	000	000	000	000	000
2064	000	000	000	000	000	000
2065	000	000	000	000	000	000
2066	000	000	000	0		

Participant: \_\_\_\_\_  
*Print**Sign**Date*

Department Head: \_\_\_\_\_  
*Print Sign Date*

## VEHICLE STEERING COMMITTEE

\_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_  
*Commissioner, Fleet Management* *Date*

\_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_  
*Budget Director, Budget Office* *Date*

\_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_  
*1st Deputy, Chief of Staff, Mayor's Office*      *Date*



**CITY OF CHICAGO  
DEPARTMENT OF FLEET MANAGEMENT  
SHARED COST LEASE PROGRAM  
EMERGENCY EQUIPMENT REQUEST**

1. New Emergency Equipment Purchase/Installation    ☐ Yes    ☐ No  
☐ Rear Deck Construction (yellow)  
☐ Radio  
☐ Other: Justify need for "Other" in memorandum format and include in transmittal.

2. Transfer Existing Lights and/or radio for Unit # \_\_\_\_\_ ☐ Yes    ☐ No  
Only Rear Deck Construction (yellow) Lights will be authorized.

**(The requesting city department MUST complete this form whenever there is a request for Emergency Equipment, including transferring lights to new SCLP vehicle.)**

Participant Name: \_\_\_\_\_ Title: \_\_\_\_\_

Department: \_\_\_\_\_ Bureau: \_\_\_\_\_

Business Address: \_\_\_\_\_ Cell #: \_\_\_\_\_

Justification for Emergency Equipment: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FUNDING ESTIMATE TO PURCHASE ADD ON EQUIPMENT \$ \_\_\_\_\_**

**FMPS FUNDING SOURCE: \_\_\_\_\_**  
**YEAR FUND DEPT. ORGN. APPR. OBJT. RPTG**

Participant: \_\_\_\_\_  
*Print Sign Date*

Department Head: \_\_\_\_\_  
*Print Sign Date*

**VEHICLE STEERING COMMITTEE**

\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_  
*Commissioner, Fleet Management Date*

\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_  
*Budget Director, Budget Office Date*

\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_  
*1st Deputy, Chief of Staff, Mayor's Office Date*

**CITY OF CHICAGO  
DEPARTMENT OF FLEET MANAGEMENT  
SHARED COST LEASE PROGRAM  
VEHICLE TRANSFER REQUEST**

Date: \_\_\_\_\_

File #: \_\_\_\_\_

(The transferring/receiving city departments **MUST** complete this form whenever there is a request to transfer a SCLP.)

**Transferring Department:** \_\_\_\_\_ **Bureau:** \_\_\_\_\_

**Participant Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Transfer Date:** \_\_\_\_\_

I agree to release SCLP Unit # \_\_\_\_\_ to the receiving department.

**Department Head:** \_\_\_\_\_  
*Print Sign Date*

=====

**Receiving Department:** \_\_\_\_\_

I accept this SCLP unit and will transfer the expense to my operating budget for the next fiscal year.

**Department Head:** \_\_\_\_\_  
*Print Sign Date*

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**VEHICLE STEERING COMMITTEE**

\_\_\_\_ Approved \_\_\_\_ Denied \_\_\_\_  
*Commissioner, Fleet Management Date*

\_\_\_\_ Approved \_\_\_\_ Denied \_\_\_\_  
*Budget Director, Budget Office Date*

\_\_\_\_ Approved \_\_\_\_ Denied \_\_\_\_  
*1st Deputy, Chief of Staff, Mayor's Office Date*

**DEPARTMENT OF FLEET MANAGEMENT  
INTER-DEPARTMENTAL FUNDING AUTHORIZATION FORM (F-18)**

**PURPOSE OF FUNDING:** \_\_\_\_\_

**TOTAL DOLLAR EXPENDITURES FOR REMAINDER OF CALENDAR YEAR: \$** \_\_\_\_\_

**FMPS ACCOUNTING INFORMATION:**

BFYR	FUND	DEPT	ORGN	APPR	ACTV	OBJ	PROJ	RPTG	TOTAL
									\$
									\$
									\$
									\$
									\$
									\$
									\$
									\$
									\$
									\$

The undersigned hereby acknowledges that he/she has no objection to the procurement of the above requirement and hereby approves expenditure of funds for this requirement.

**CITY DEPARTMENT WITH FUNDING**

**REQUESTED BY:** \_\_\_\_\_

\_\_\_\_\_  
(AUTHORIZED OFFICER SIGNATURE)

**TITLE:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_

**DEPARTMENT:** \_\_\_\_\_

**REQUEST DATE:** \_\_\_\_\_

**CITY DEPARTMENT USING FUNDING**

**APPROVED BY:**

\_\_\_\_\_  
(AUTHORIZED OFFICER SIGNATURE)

**TITLE:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_

**DEPARTMENT:** \_\_\_\_\_

**APPROVAL DATE:** \_\_\_\_\_

## **Attachment D**

### **Take Home Authorization Form**



## **City of Chicago Vehicle Steering Committee**

### **Take-Home Vehicle Authorization Request**

Time period for which take-home privileges are being requested (6 months maximum):

Starting date: \_\_\_\_\_ Ending date: \_\_\_\_\_

Unit (Vehicle) #: \_\_\_\_\_

Vehicle type (auto, mini-van, full-size van, pick-up, etc.): \_\_\_\_\_

Name of individual to whom the vehicle is assigned: \_\_\_\_\_

Assignee's job title: \_\_\_\_\_

Assignee's drivers license number: \_\_\_\_\_

### **Justification for Granting Take-Home Privileges**

- 1) Job related duties that require access to this City-owned vehicle on a 24 hour per day basis:

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- 2) Efficiencies or other benefits to Chicago citizens that result from the requested take-home privileges:

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(Over)

3) Vehicle is equipped with GPS (yes or no)? \_\_\_\_\_

4) Overnight parking location of vehicle (subject to approval of request):

\_\_\_\_\_

On-Street

Secured Outdoor Lot

Garaged

Department Name: \_\_\_\_\_

Department Head Name: \_\_\_\_\_

Department Head Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Note: Approval of this request by the Vehicle Steering Committee authorizes the use of the Subject vehicle by the listed individual only while performing legitimate business activities On behalf of the City of Chicago, and to/from the individual's residence to perform such activities.

**For Vehicle Steering Committee Use Only**

Approved

Denied

More Information Requested

Committee Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Committee Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Committee Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Attachment E

Maintenance, Fuel, Car Wash Map



**Michael J. Picardi**  
Commissioner

